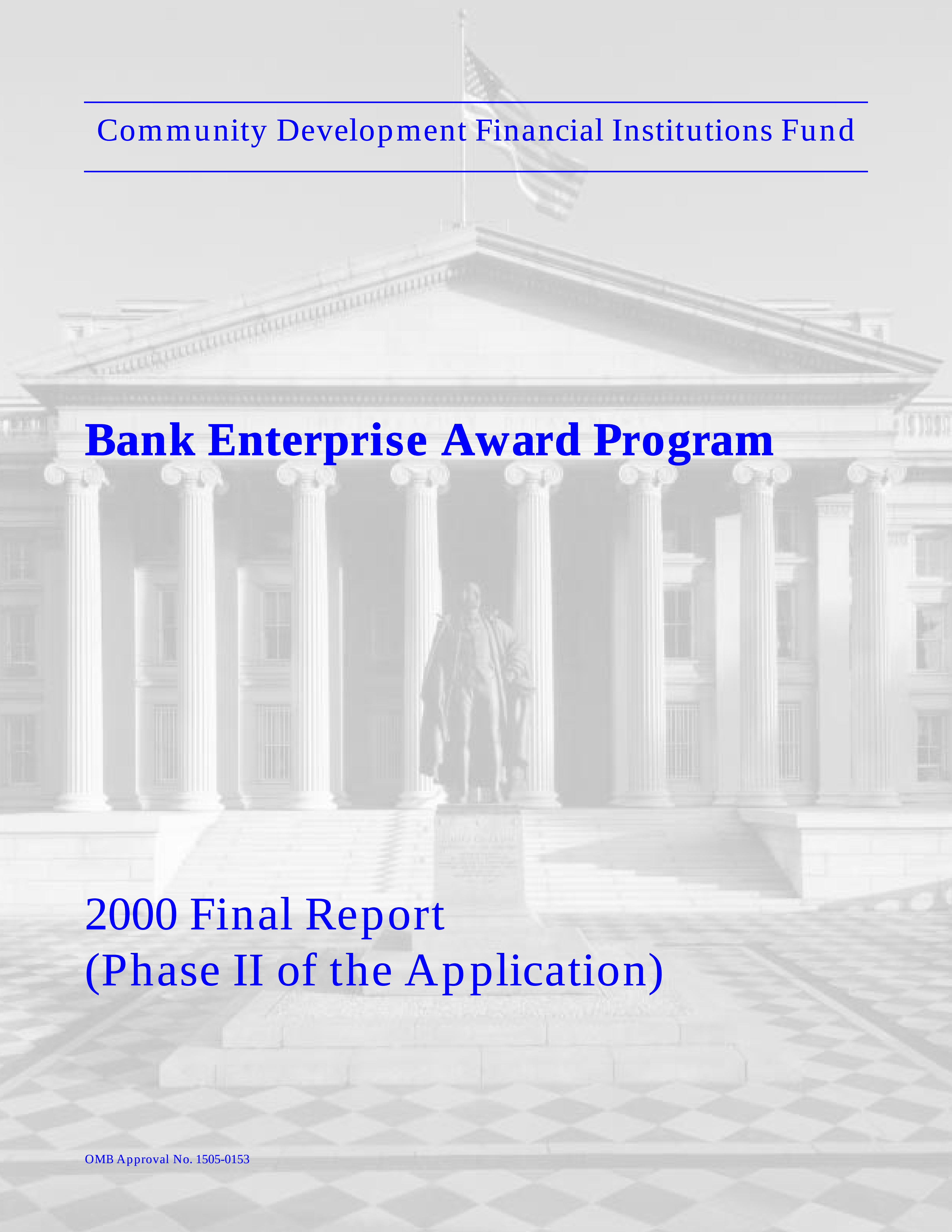

Community Development Financial Institutions Fund

Bank Enterprise Award Program

2000 Final Report
(Phase II of the Application)

OMB Approval No. 1505-0153

Community Development Financial Institutions Fund

Bank Enterprise Award Program

2000 Final Report
(Phase II of the Application)

OMB Approval No. 1505-0153

Final Report

CDFI-0002

Paperwork Reduction Act Notice.

This submission requirements package is provided to applicants for awards under the Bank Enterprise Award Program. The estimated average burden associated with this collection of information is 10 hours per respondent, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the U.S. Department of the Treasury, Community Development Financial Institutions Fund, 601 Thirteenth Street, N.W., Suite 200-South, Washington, DC 20005.

Catalog of Federal Domestic Assistance Number: 21.021

Requirements

Applicants to the Bank Enterprise Awards (BEA) Program shall submit their completed Final Reports by **6:00 p.m. Eastern Daylight Time, Tuesday, August 1, 2000.** Final Reports (Phase II of the Application) received at the offices of the Fund after that date and time will not be accepted and will be returned to the sender. *Final Reports shall be completed in such a manner as to comply with all requirements of 12 CFR Part 1806 of the Bank Enterprise Award Program regulations.* Capitalized terms that are not defined in the Final Report have the same meaning as in 12 CFR Part 1806.

Final Report Materials

Each Final Report shall contain the following completed materials:

Part I.	Applicant Information Form
Part II.	Final Report Checklist
Part III.	Worksheet 1: Final BEA Rating and Calculations
Part IV.	Worksheet 2: Assessment Period Final Activity Summary
Part V.	Documentation and Other Requirements
	Worksheet 3: Report of Transactions
	Call Report or Thrift Financial Report
Part VI.	ACH Form
	Award Agreement (enclosed as separate document)

Send an original and one copy of all Final Report and Award Agreement materials to:

Awards Manager
Community Development Financial Institutions Fund
U.S. Department of the Treasury
601 Thirteenth Street, N.W., Suite 200-South
Washington, DC 20005

To the extent feasible, to expedite the processing of your application, it would be helpful if you submit: (1) one unbound original application; and (2) one copy in a three ring binder. Please submit all materials without staples or other forms of binding that would complicate photocopy.

The Fund will not accept Final Reports via facsimile or electronic transfer.

If you have any questions about this Final Report, you may call the Fund at (202) 622-8662, write to the Fund at the above address or send questions by facsimile to (202) 622-7754.

Part I. Applicant Information Form

Applicant Name:	CDFI I.D. Number 001BE ____________________
Address (Street, P.O. Box, City, State, Zip Code):	EIN #: FDIC Charter #:
Authorized Representative (Name and Title):	Telephone Number: Facimile Number: e-mail Address:
Contact Person (Name and Title):	Telephone Number: Facimile Number: e-mail Address:
To the best of my knowledge and belief, all information in this Final Report and all attachments and worksheets herein are true and correct. The Final Report has been duly authorized by the governing body of the Applicant and the Applicant will comply with the Assurances and Certifications submitted as part of the original Application if the assistance is awarded.	
Signature of Applicant's Authorized Representative:	Date Signed:

How many hours did it take you to compile this Final Report package? ___________

Part II. Final Report Checklist

Don't Forget!

Your Final Report should include:

Check √

- ❑ Applicant Information Form
- ❑ Worksheet 1a or 1b (Rating and Calculation Worksheet)
- ❑ Worksheet 2 (Assessment Period Actual Activity Summary)
- ❑ Worksheet 3
- ❑ Report of Transactions
- ❑ Closing Documents
- ❑ Disbursement Documents
- ❑ Call Report or Thrift Financial Report (as a period ending March 31, 2000)
- ❑ ACH Form
- ❑ Award Agreement (signed and unaltered)

Part III. Worksheet 1. Final BEA Rating and Calculations

INSTRUCTIONS: **CDFIs should Complete Worksheet 1a***
Non-CDFIs should Complete Worksheet 1b

Qualified Activities are Defined on the Following Page

Development and Service Activities:

Lines 1-4: List the dollar value (as defined in 12 CFR 1806.202(c)) of each Service Activity for the Baseline Period (Column A) and the Assessment Period (Column B). Subtract the value in Column A from the value in Column B for each activity to yield a remainder. List the remainder in Column C. Multiply the remainder by the assigned priority factor in Column D to yield a weighted value. List the weighted value of each activity in Column E.

Line 5: Add the values listed on lines 1, 2, 3, and 4 of Column E to yield a Service Score. List the Service Score in Column F, line 5.

Line 6: Compare the Service Score in Column F, Line 5 to the Development Score in Column F, line 14. If the Service Score is greater than the Development Score, reduce it to the same amount as the Development Score to yield an Adjusted Service Score. List the Adjusted Service Score in Column F, line 6.

Lines 7-13: List the dollar value (as defined in 12 CFR 1806.202(c)) of each Development Activity for the Baseline Period (Column A) and the Assessment Period (Column B). Subtract the value in Column A from the value in Column B for each activity to yield a remainder. List the remainder in Column C. Multiply the remainder by the assigned priority factor in Column D to yield a weighted value. List the weighted value for each activity in Column E.

Line 14: Add the values listed on lines 7 through 13 of Column E to yield a Development Score. List the Development Score in Column F, line 14.

Line 15: Add the Service Score (Column F, line 5) or the Adjusted Score (Column F, line 6), whichever is less, to the Development Score (Column F, line 14) to yield a Total Development and Service Score. List the Total Development and Service Score in Column F, line 15.

Line 16: Multiply the Total Development and Service Score (Column F, line 15) by 0.15 if the Applicant is a CDFI or by 0.05 if the Applicant is not a CDFI to yield an Estimated Award Amount for Development and Service Activities. List the Estimated Award Amount in Column F, line 16.

CDFI Related Activities:

Line 17: List the dollar value (as defined in 12 CFR 1806.202 (c)) of Equity Investments for the Baseline Period (Column G) and the Assessment Period (Column H). Subtract the value in Column G from the value in Column H to yield a remainder. List the remainder in Column I. List the Applicant's requested award percentage in Column J (see 12 CFR 1806.203 (a) and 1806.204 (b)(2)(ii)) and multiply Column I and Column J and list the product in Column K.

Line 18: List the dollar value of CDFI Support Activities (as defined in 12 CFR 1806.202 (c)) for the Baseline Period (Column G) and the Assessment Period (Column H). Subtract the value in Column G from the value in Column H to yield a remainder. List the remainder in Column I. Multiply Column I and Column J and list the product in Column K.

Line 19: Add the amounts listed on Lines 17 and 18 of Column K. List the Estimated Award Amount on line 19 of Column K.

Worksheets 1a, 1b, and 2 notes:
[1] Business Loans, Agriculture Loans, and related Program Investments of $100,000 or less.
[2] Business Loans, Agriculture Loans, and related Program Investments of more than $100,000 through $250,000.
[3] Business Loans and related Program Investments of more than $250,000 through $1,000,000 and Agriculture Loans and related Program Investments of more than $250,000 through $500,000.

*Only use Worksheet 1a if the Applicant has been certified by the CDFI Fund as a CDFI (see 12 CFR 1805.201) or is seeking certification.

Part III. Worksheet 1. Final BEA Rating and Calculations (con't.)

DEFINITION OF QUALIFIED ACTIVITIES**

QUALIFIED ACTIVITIES	REFERENCES IN REGULATION
I. DEVELOPMENT AND SERVICE ACTIVITIES	1806.103(s), 1806.200(a), 1806.201(b), 1806.203(c), 1806.204(b)
A. SERVICE ACTIVITIES	
Deposits	1806.201(b)(4)(i), 1806.202(c)(2)
Financial Services	1806.103(u), 1806.201(b)(4)(ii), 1806.202(c)(3)
ETAs/IDAs	See NOFA published in the Federal Register for 2000 funding round.
Community Services	1806.103(p), 1806.201(b)(4)(iii), 1806.202(c)(3)
B. DEVELOPMENT ACTIVITIES	
Consumer Loans	1806.103(q), 1806.201(b)(4)(iv), 1806.202(c)(1)
Single-Family Loans and Project Investments	1806.103(ee), 1806.201(b)(4)(v), 1806.202(c)(1), 1806.103(bb)
Multi-Family Loans and Project Investments	1806.103(aa), 1806.201(b)(4)(vi), 1806.202(c)(1), 1806.103(bb)
Commercial Real Estate Loans and Project Investments	1806.103(l), 1806.201(b)(4)(vii), 1806.202(c)(1), 1806.103(bb)
Business Loans, Agricultural Loans, and Project Investments [1]	1806.103(k), 1806.103(b), 1806.201(b)(4)(viii), 1806.202(c)(1), 1806.103(bb)
Business Loans, Agricultural Loans, and Project Investments [2]	1806.103(k), 1806.103(b), 1806.201(b)(4)(ix), 1806.202(c)(1), 1806.103(bb)
Business Loans, Agricultural Loans, and Project Investments [3]	1806.103(k), 1806.103(b), 1806.201(b)(4)(x), 1806.202(c)(1), 1806.103(bb)
II. CDFI RELATED ACTIVITIES	1806.103(n), 1806.201(a), 1806.204(b)(2)
A. EQUITY INVESTMENTS	1806.103(t), 1806.202(c)(1), 1806.203(a), 1806.204(b)(2)
Stock purchases	1806.202(c)(4)
Grants	1806.202(c)(1), 1806.202(c)(4), 1806.103(t)
Purchase of partnership interest, limited liability comp. membership	1806.202(c)(4), 1806.103(t)
B. CDFI SUPPORT ACTIVITIES	1806.103(o), 1806.200(a), 1806.202(c)(3), 1806.203(b), 1806.204(b)(2)
Loans	1806.202(c)(1)
Technical assistance	1806.202(c)(3)
Deposits	1806.202(c)(1), 1806.103(o)

**Qualified Activities are defined in 12 CFR 1806.103(cc) and 1806.201.

[ ] See notes on page 6.

Part III. BEA Rating and Calculations/Worksheet 1a **for CDFIs Only***

Applicant: ________________________________

Baseline Period: January 1, 1999 through June 30, 1999 **Assessment Period:** January 1, 2000 through June 30, 2000

	A	B	C	D	E	F
DEVELOPMENT AND SERVICE ACTIVITIES	Baseline Period	Assessment Period	Change in Activity	Priority Factor	Weighted Value	Score
SERVICE ACTIVITIES						
1 Deposits				1.0		
2 Financial Services				1.2		
3 ETAs / IDAs				2.0		
4 Community Services				1.4		
5 Service Score						
6 Adjusted Service Score (if applicable)						
DEVELOPMENT ACTIVITIES						
7 Consumer Loans				1.2		
8 Single-Family Loans and Project Investments				1.4		
9 Multi-Family Loans and Project Investments				1.6		
10 Commercial Real Estate Loans and Project Investments				1.6		
11 Business Loans, Agricultural Loans, and Project Investments [1]				1.9		
12 Business Loans, Agricultural Loans, and Project Investments [2]				1.8		
13 Business Loans, Agricultural Loans, and Project Investments [3]				1.7		
14 Development Score						
15 Total Development and Service Score						
16 Est. Award Amount for Eligible Dev. and Service Act. (Total Score x .15)						

	G	H	I	J	K
CDFI RELATED ACTIVITIES	Baseline Period	Assessment Period	Projected Change in Activity	Award Percentage	Award Amount
17 Equity Investments					
18 CDFI Support Activities				.33	
19 Estimated Award Amount for CDFI Related Activities					

[ ] See notes on page 6.

* Only use Worksheet 1a if the Applicant has been certified by the CDFI Fund as a CDFI (see 12 CFR 1805.201) or is seeking certification.

Part III. BEA Rating and Calculations/Worksheet 1b **for Non-CDFIs**

Applicant: ____________________________

Baseline Period: January 1, 1999 through June 30, 1999 **Assessment Period:** January 1, 2000 through June 30, 2000

	A	B	C	D	E	F
DEVELOPMENT AND SERVICE ACTIVITIES	Baseline Period	Assessment Period	Change in Activity	Priority Factor	Weighted Value	Score
SERVICE ACTIVITIES						
1 Deposits				1.0		
2 Financial Services				1.2		
3 ETAs / IDAs				2.0		
4 Community Services				1.4		
5 Service Score						
6 Adjusted Service Score (if applicable)						
DEVELOPMENT ACTIVITIES						
7 Consumer Loans				1.2		
8 Single-Family Loans and Project Investments				1.4		
9 Multi-Family Loans and Project Investments				1.6		
10 Commercial Real Estate Loans and Project Investments				1.6		
11 Business Loans, Agricultural Loans, and Project Investments [1]				1.9		
12 Business Loans, Agricultural Loans, and Project Investments [2]				1.8		
13 Business Loans, Agricultural Loans, and Project Investments [3]				1.7		
14 Development Score						
15 Total Development and Service Score						
16 Est. Award Amount for Eligible Dev. and Service Act. (Total Score x .05)						

	G	H	I	J	K
CDFI RELATED ACTIVITIES	Baseline Period	Assessment Period	Projected Change in Activity	Award Percentage	Award Amount
17 Equity Investments					
18 CDFI Support Activities				.11	
19 Estimated Award Amount for CDFI Related Activities					

[ ] See notes on page 6.

Part IV. Worksheet 2. Assessment Period Actual Activity Summary

Applicant ____

Assessment Period: January 1, 2000 through June 30, 2000

INSTRUCTIONS

Briefly describe all Qualified Activities (Development and Service Activities and CDFI Related Activities) summarized in Worksheet 1 actually carried out during the Assessment Period. Descriptions should include actual dollar amounts, terms, conditions of assistance and structure of each activity (see examples below and on the next page). Write "0" if there is no activity; if not reporting an activity, enter "not reporting" and provide a brief explanation. For Financial Services, Community Services, and technical assistance provided as a CDFI Support Activity, describe the method used to calculate the dollar value of the assistance and describe how the assistance benefits the Distressed Community designated in the Application. (Attach additional pages, if necessary.)

DEVELOPMENT AND SERVICE ACTIVITIES	
Deposit Activities (Worksheet 1, line 1)	
Financial Services (Worksheet 1, line 2)	
ETAs / IDAs (Worksheet 1, line 3)	
Community Services (Worksheet 1, line 4)	
Consumer Loans (Worksheet 1, line 7)	
Single-Family Loans and related Project Investments (Worksheet 1, line 8)	

Example: ***Deposit Activities*** At the bank's branch located in census tract 1052 in the Distressed Community, the increase in deposits in the Assessment Period was $200,000 greater than in the Baseline Period. Deposits from Residents on the close of business on December 31, 1998 were $1,000,000. Deposits from Residents on the close of business on June 30, 1999 were $1,200,000. Deposits at the close of business on December 31, 1999 were $1,400,000. Deposits at the close of business on June 30, 2000 were $1,800,000. Residents were determined by geocoding each depositor's address by census tract. Resident depositors were identified on December 31, 1999 and on June 30, 2000.

Example: ***Community Services*** The bank has a program to teach residents of the Distressed Community about personal financial planning. A bank employee prepared for and provided the training between May 1 and June 15, 2000. She spent 12 hours per week for six weeks, for a total of 72 hours. Her salary with benefits is $50,000, so her hourly rate is approximately $25.00 ($50,000 divided by 50 weeks divided by 40 hours per week). 72 hours times $25 per hour is $1,800. This activity is provided at a community center in the Distressed Community and marketed through neighborhood organizations.

Part IV. Worksheet 2. Assessment Period Final Activity Summary (cont.)

DEVELOPMENT AND SERVICE ACTIVITIES (CONT.)	
Multi-Family Loans and related Project Investments (Worksheet 1, line 9)	
Commercial Real Estate Loans and related Project Investments (Worksheet 1, line 10)	
Business Loans, Agricultural Loans, and related Project Investments [1] (Worksheet 1, line 11)	
Business Loans, Agricultural Loans, and related Project Investments [2] (Worksheet 1, line 12)	
Business Loans, Agricultural Loans, and related Project Investments [3] (Worksheet 1, line 13)	
CDFI RELATED ACTIVITIES	
Equity Investments (Worksheet 1, line 17)	
CDFI Support Activities (Worksheet 1, line 18)	

[ ] See notes on page 4.

Example: ***Multi-Family Housing*** The bank made a $1,000,000 loan to the East End Community Development Corporation for the acquisition and rehab of a multi-family housing property. The loan is secured by the property. A copy of the note describing the terms of the transaction is attached. The transaction closed on June 1, 2000 and $800,000 was initially disbursed for the acquisition of housing. Disbursements for rehabilitation costs will take place over the next 18 months.

Example: ***CDFI Support Activities*** The bank made a $500,000 loan to the JKL Loan Fund, a certified CDFI. The loan, which will be used in the CDFI's general loan fund, closed on June 1, 2000 and was disbursed on that date. The terms are described in the attached promissory note.

Part V. Documentation and Other Requirements

Documentation Requirements

To meet the documentation requirements, each Applicant shall submit each of the following:

Report of Transactions: Complete Worksheet 3 for all activities except Service Activities. Report each transaction (by borrower, investee, or grantee) with its original amount, location, date of execution, date and amount of initial disbursement, and date and amount of final disbursement. On Worksheet 3 please indicate lines of credit (as opposed to term loans) by writing “line of credit” in the column dated Initial Disbursement.

Closing Documents: For each reported transaction, provide the documentation described in 12 CFR § 1806.301(c). As per 12 CFR § 1806.301(c), documentation shall be provided for (1) **all** CDFI Related Activities; and (2) Development Activities where the original amount of any Development Activity transaction is $250,000 or greater. Such documentation must demonstrate that each reported transaction was closed during the Assessment Period, as described in 12 CFR § 1806.202(d). The documentation must consist of a legally binding agreement between the Applicant and the borrower/investee/grantee that specifies the final terms and conditions of the transaction. Deposits shall be documented by a record of the total balance of deposits accepted from residents of a Distressed Community as of the end of the business day on December 31, 1998, June 30, 1999, December 31, 1999 and June 30, 2000. Financial Services and Community Services shall be documented by an itemized list of the administrative costs of providing such services during the Assessment Period.

Disbursement Documentation: For each transaction in which documentation is required (see above), also provide documentation which demonstrates that an initial disbursement has occurred, and was made in a manner that is consistent with customary business practices and is reasonable given the nature of the transaction.

Call Report or Thrift Financial Report: Submit a copy of the March 31, 2000 Report of Condition or Thrift Financial Report which lists the applicant’s total asset size.

Part V. Worksheet 3: Report of Transactions

For all transactions, please complete Worksheet 3. Attach additional pages if necessary.

Borrower/Investee	Total Amount	Census Tract (Development & Service Activities Only)	Date of Execution	Date of Initial Disbursement	Date of Final Disbursement	Activity Type[1/]

[1/] Please indicate the type of activity by indicating the line on Worksheet 1a or 1b that this transaction was reported. *For example, a multifamily housing loan should be listed as "8" because multifamily housing loans are reported on line 8 of Worksheet 1a or 1b.*

Part VI. ACH Form

INSTRUCTIONS

All BEA awards are paid through the Automated Clearing House (ACH) system. In order to receive an award, you must complete the Automated Clearing House (ACH) form on the next page and return it to the CDFI Fund, with the ***original*** signature of the Authorized Official, along with the rest of the Final Report. Please note that both the Payee / Company Information and the Financial Institution Information sections need to be completed. The type of account—checking, savings, or lock box—must be indicated; you may not indicate that funds be transferred to a general operating or similar catch-all account. The account indicated must have the same Depositor Account Number indicated on the form. The form may be printed or typed.

If you have any questions about the ACH form or need to make any changes to it after submitting it, please contact the CDFI Fund at (202) 622-8662.

Burden Estimate Statement

The estimated average burden associated with this collection of information is 15 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property and Supply Branch, Room B-101, 3700 East West Highway, Hyattsville, MD 20782 and the office of Management and Budget, Paperwork Reduction Project (1510-0056), Washington, DC 20503.

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

OMB No. 1510-0
Expiration Date 06/30/

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institutions. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY BUREAU OF THE PUBLIC DEBT - FRANCHISE SERVICES		
AGENCY IDENTIFIER BPD	AGENCY LOCATION CODE (ALC): 20-05-0002	ACH FORMAT: ❑ CCD+ ❑ CTX ❑ CTP
ADDRESS: P.O. BOX 605		
PARKERSBURG, WV 26106-0605		
CONTACT PERSON NAME: CDFI Fund		TELEPHONE NUMBER (202) 622-8662
ADDITIONAL INFORMATION:		

PAYEE/COMPANY INFORMATION

NAME:	SSN. NO. OR TAXPAYER ID NO.
ADDRESS:	
CONTACT PERSON NAME:	TELEPHONE NUMBER:

FINANCIAL INSTITUTION INFORMATION

NAME:	
ADDRESS:	
ACH COORDINATOR NAME:	TELEPHONE NUMBER: ( )
NINE-DIGIT ROUTING TRANSIT NUMBER: ___ ___ ___ ___ ___ ___ ___ ___ ___	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITOR ACCOUNT NUMBER:	
TYPE OF ACCOUNT: ❑ CHECKING ❑ SAVINGS ❑ LOCKBOX	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)	TELEPHONE NUMBER: